

REQUEST FOR PROPOSALS

# COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY & IMPLEMENTATION PLAN

COMMUNITIES OF BLOOMINGTON and MUSCOY  
Addendum

RELEASE DATE: October 27, 2008

**Requested by:**

County of San Bernardino  
Department of Economic Development  
215 North D Street, Suite 201  
San Bernardino, CA 92415  
(909) 387-4700

# **ADDENDUM: COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY AND IMPLEMENTATION PLAN - REQUEST FOR PROPOSAL**

## **BLOOMINGTON/MUSCOY NON-MOTORIZED TRAILS**

### **SCOPE OF WORK**

#### **Introduction**

The County of San Bernardino Economic Development Department (EDD) in conjunction with the County Regional Parks Department is issuing this addendum to the Comprehensive Economic Development Strategy and Implementation Plan; Request for Proposal (RFP) issued August 6, 2008 by EDD. This addendum expands Section 3: Scope of Service; Section E Conceptual Plan; Topography/Geology; Urban Design and Streetscape Principles and, Circulation Diagram element of the RFP.

The selected Consultant(s) shall provide preliminary planning, and design services, right of way evaluation and environmental studies for planning and development of Non-Motorized Equestrian/Bicycle/Pedestrian Trails within the unincorporated communities of Bloomington and Muscoy. The selected Consultant(s) will prepare a separate design, plan and study for each community.

San Bernardino County updated its General Plan in 2007. As a part of the 2007 General Plan, Community Plans were adopted for the communities of Bloomington and Muscoy. Both Bloomington and Muscoy have expressed a desire to maintain the rural character of their respective communities while establishing a community-wide trail system (Goal BL/OS 2, BL/CI 2, MS/OS 3 and MS/CI 2). This RFP seeks a qualified Consultant to work with each community and the County to plan and design a community wide trail system.

Under the proposed contract arising from this RFP, the successful Consultant will:

- Attend community meetings to define the opportunities and constraints affecting trail planning within each community;
- Investigate design alternatives and recommend the optimum layout and design, contingent upon safety and other factors;
- Prepare and/or manage the preparation of all environmental studies to insure compliance with CEQA and NEPA, and shall provide all documentation necessary for the project to receive environmental permitting through various regulatory agencies as appropriate.

The selected Consultant firm shall explore and investigate design alternatives and select the optimum design based upon community, Parks and County input and criteria.

Following the preliminary design phase, the selected Consultant firm will be expected to perform pick up survey, evaluate right-of-way issues and make recommendations pertinent to the project, prepare and or manage the preparation of all environmental studies in compliance with CEQA/NEPA, and provide all documentation necessary for the project to receive environmental permitting through various agencies.

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## **Scope of Services**

The selected Consultant firm will only be paid for work on the deliverables selected by the County. The Consultant shall coordinate with other agencies, their representatives, and permit givers as a part of each item of work and shall be paid for coordination within each item of work. A civil engineer registered in California shall sign all plans. The scope of work shall consist of the following:

1. Review existing data:
  - County General Plan 2007
  - Bloomington/Muscoy Community Plan 2007
  - GIS base layers
  - APN
  - Flood Control plans and ownership
  - Utility corridors
  - Previous 'Needs Assessment' or trails in this area
2. Develop a public involvement plan.
3. Identify stakeholder groups.
4. Inventory and data collection.
5. Map existing trails
6. Map potential trail corridors
7. Identify potential destinations
8. Identify potential trail connections to/with adjoining communities
9. Develop trail system criteria
10. Field review to verify and document existing conditions (photo/GPS)
11. Field measurements of existing conditions
12. Identify trail corridor right of way, existing and proposed
13. Analyze opportunities, constraints and liability issue to identify (after County consultation) the preferred trail alignment
14. Develop trail design standards.
15. "Bubble Level" plan of the preferred trail alignment
16. Develop preliminary budget/cost estimates for subsequent phases:
17. Right of way acquisition
18. Regulatory permits
19. Engineering, plans, specifications and construction cost estimates
20. Environmental CEQA/NEPA review and documentation of the preferred alignment.
21. Modify the preferred alignment to reduce or eliminate any impacts to the environment identified through the CEQA/NEPA review process
22. Complete environmental review and documentation
23. Prepare exhibits necessary for the Board of Supervisors to adopt Community Trail Plan
24. BOS adopt/approve environmental review (EIR)
25. BOS directs LUSD to incorporate the adopted Community Trail Plan into all development proposals for development within the communities of Bloomington and Muscoy
26. Attend meetings with Parks and County throughout the process involving environmental studies and design engineering.

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27. The residents of each community, Bloomington and Muscoy have a vision and goals for the future of their communities. Research, planning and development of preliminary design effort into a preferred alternative for each community are expected to result in trail plans which are specific to the needs of each area.
28. Provide cost estimates of design elements and timeline schedule.
29. Provide survey for all preliminary designs.
30. Obtain and review existing plans, photos, study reports, assessor maps and any other pertinent data for any sources, including, but not limited to the agencies involved for all the projects.
31. Perform field reviews of the sites so that the design anticipates any construction problems that may occur.
32. Produce survey results including aerial photographs, field report/findings.
33. The selected firm will investigate design alternatives and recommend the optimum design for the funding available contingent upon all safety and other factors.
34. Provide preliminary designs with cost estimates.
35. The following is a summary listing of drawing data and calculations that will be included as part of the Trail Plan, but not limited to:
  36. Title Sheet with Location Map
  37. Typical section
  38. Plans
  39. Right-of-way requirements
  40. Trail plan details and note
  41. A. Identify existing right-of-way.
  42. B. Provide preliminary identification of required right-of-way.
  43. C. Provide R/W recommendation based upon the approved preliminary trail on where the project is to be constructed. The R/W appraisal and acquisition is not part of this RFP.
  44. Process, in coordination with County staff, all required permits and clearances.
  45. The Consultant shall provide plans in multiple digital formats (Arc GIS) for County Land Use Services planning purposes. The Consultant shall provide plans in digital format (AutoCAD 2008) to Regional Parks.
  46. Consultant shall prepare, or manage the preparation of, all environmental studies in compliance with CEQA and NEPA, and shall provide all documentation necessary for the project to receive environmental permitting through various agencies as appropriate. For proposal preparation, the consultant should:
    - A. Assume a budget of \$50,000 for cost estimating.
    - B. Provide as an attachment to the proposal a brief Statement of Qualifications and Schedule of Fees and Services for at least 3 Sub-consultants who specialize in preparing environmental documents consistent with CEQA and NEPA, and have experience in environmental permitting processes. If the Consultant assumes preparation of the environmental services as an in-house service, the Consultant shall provide a brief statement of qualifications of the Consultant's own environmental services, as well as references for similar work. The Consultant should also provide a Schedule of Fees and Services for the environmental portion of the work, separate from that of the design and engineering tasks.

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## **General**

The following web links are provided as reference and background information only. Consultants are directly admonished not to copy sections from these documents as part of their RFP proposal submission.

### Bloomington Community Plan

<http://www.sbcounty.gov/landuseservices/Community%20Plans/Adopted%20Plans/BloomingtonCP-Adopted.pdf>

### Muscoy Community Plan

<http://www.sbcounty.gov/landuseservices/Community%20Plans/Adopted%20Plans/MuscoyCP-Adopted.pdf>

### San Bernardino Associated Governments (SANBAG) Non-Motorized Transportation Plan 2001 Update

[http://www.sanbag.ca.gov/planning/nonmotor\\_transport-plan/2001non\\_motplanall.pdf](http://www.sanbag.ca.gov/planning/nonmotor_transport-plan/2001non_motplanall.pdf)

All interested and qualified Consultants are invited to submit a response to this addendum for consideration. Submission of a proposal indicates that the Consultant has read and understands the entire RFP, to include all appendixes, attachments, exhibits, schedules, and addendum (as applicable) and all concerns regarding the RFP have been satisfied.

## **ADDENDUM SCHEDULE**

Following is a schedule related to this Addendum.

Release of Addendum	October 27, 2008
Deadline for Submission of Questions	5:00 PM (PST) November 5, 2008
Questions/Answers Posted to County Website	5:00 PM (PST) November 10, 2008
Deadline for Addendum Submission	4:00 PM (PST) November 14, 2008

Eight (8) copies of the proposal shall be submitted to:

Simone McFarland, Economic Development Manager  
County of San Bernardino Economic Development Agency  
Department of Economic Development  
215 North D Street, Suite 201  
San Bernardino, CA 92415-0041  
(909) 387-9847

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All copies of the proposal must be placed in a sealed envelope or box with a label clearly stating: "County Economic Development Strategy and Implementation Plan Addendum".

Proposal must be received No Later Than 4:00 PM (PST), Friday, November 14, 2008. The County is not responsible for late deliveries or other actions of the postal service or private carriers. Late submittals will not be accepted. Faxed proposals will not be accepted. Hand carried proposals will be accepted at the above address. It is the responsibility of each firm to ensure its submittal is received in a timely manner.